

CERTIFICATION GUIDANCE

AND

CERTIFICATION DOCUMENTS

DRAFT

CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

CONTINGENCY PLAN AND EMERGENCY PREPAREDNESS

I hereby certify the following:

1. I have read and understand articles 3 and 4, chapter 14, title 22, California Code of Regulations (Contingency Plan and Emergency Preparedness).
2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, which complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

CONTINGENCY PLAN AND EMERGENCY PREPAREDNESS**Emergency Preparedness and Prevention**

Article 3 of Chapter 14, Title 22, CCR (Sections 66264.30 et seq) identifies facility requirements that are intended to minimize the possibility of a fire, explosion, or any unplanned release of hazardous waste to the environment.

Required Equipment

The following equipment is required in order to adequately respond to an emergency situation (unless the facility can demonstrate to the Department that the hazards posed by the facility would not require a particular kind of equipment specified below):

1. ____ Internal communications or alarm system (should be immediately accessible to all personnel involved in the handling of hazardous waste)
2. ____ Telephone, two-way radio, or other device capable of summoning emergency assistance from local police, fire departments, or emergency response team (also should be immediately available to any employee alone while the facility is in operation)
3. ____ Portable fire extinguishers and other fire control equipment (including special extinguishing equipment appropriate to the facility; such equipment, for example, may use foam, inert gas or dry chemicals, depending upon the hazardous wastes and other chemicals handled)
4. ____ Spill control equipment
5. ____ Decontamination equipment
6. ____ Water supply systems (such as spray systems, automatic sprinklers, or hoses) or foam producing equipment

Testing and maintenance of this equipment must be conducted to assure proper operation in the event of an emergency. Records of this testing should be included the facility's operating record.

Aisle Space

Adequate aisle space must be maintained to allow the unobstructed movement of personnel, fire protection equipment, and other emergency equipment to any area of facility operation.

Arrangements with Local Emergency Services and Authorities

The owner or operator is required to make arrangements with local police, fire departments, emergency response teams, local hospitals and the local Office of Emergency Services to provide emergency services. This would be described in the facility's Contingency Plan, with copies provided to these entities.

What is the Contingency Plan and Why Is It Needed?

The contingency plan describes the actions a facility will take in the event of an emergency or accident involving hazardous wastes.

This plan provides a structured list of procedures that allow the facility to respond immediately and appropriately to incidents such as fires, explosions and unplanned releases, or spills, of hazardous wastes or hazardous waste constituents to the air, soil or surface water. This process minimizes the hazards to human health and the environment that may occur as a result of emergencies involving hazardous wastes. The regulations that specify the contingency plan requirements and the plan contents are found in the California Code of Regulations (CCR), Title 22, Chapter 14, Article 4, beginning with 966264.50.

The facility keeps one copy of the plan, and any revisions made to the plan, and submits a copy of the plan and its revisions to each of the agencies that may provide emergency response, including local police departments, fire departments, hospitals, and local and State emergency response teams. The plan must be revised whenever the plan fails during an emergency, the facility changes, the contents of the plan change, or the regulations change.

What Is Contained in the Contingency Plan?

The plan's provisions are listed below:

- Emergency Coordinator: The plan shall list, and keep up-to-date, the names, addresses, and phone numbers of all persons qualified to act as emergency coordinator. This list shall indicate the person who is identified as the primary

emergency coordinator, and list the alternate emergency coordinators in the order in which they shall assume responsibility as alternates. As the title implies, the emergency coordinator, an employee who is either on the premises of the facility or on-call, is responsible for coordinating the facility's emergency response procedures.

- The emergency coordinator must be familiar with all aspects of the facility's operation, its activities, its layout, its contingency plan, the location and characteristics of hazardous wastes managed at the facility, and the location of records at the facility. The emergency coordinator must also have the authority to implement the contingency plan, including the authority to commit the necessary resources to accomplish the provisions of the plan.
- Emergency Procedures: The contingency plan shall describe the specific procedures that the facility shall follow if an emergency occurs. If there is an imminent or actual emergency, the emergency coordinator shall notify facility personnel, if applicable, by activating internal alarms or communication systems, and notify the appropriate local and State agencies with emergency response roles.
- If there is a fire, explosion or release of hazardous waste or hazardous waste constituents, the emergency coordinator shall immediately determine the character, source, amount and real extent of the release, using observation, facility records and manifests. Chemical analysis may also be used to characterize the release. In this situation, the emergency coordinator shall also evaluate the possible hazardous impact of the release, fire or explosion on human health and the environment, considering both direct effects (such as the effect of any toxic or irritating gases that may be generated) and indirect effects (such as the effect of any surface water run-off generated by water or chemical agents to control fires). If the emergency coordinator determines that the fire, explosion or release could threaten human health or the environment outside of the facility, the coordinator must immediately notify the appropriate local authorities, if surrounding areas require evacuation. In all cases, the emergency coordinator must also notify the State Office of Emergency Services (OES). The report to OES must include the name and phone number of the person making the report, the facility name and address, the time and type of incident, the names and quantities of materials involved, the extent

of any injuries and the possible hazards to human health and the environment outside of the facility.

- During an emergency, the emergency coordinator must take reasonable measures to ensure that fires, explosions or releases do not occur, recur or spread to other hazardous waste at the facility. For example, if appropriate, the emergency coordinator shall stop processes and operations, and, if it is safe to do so, collect and contain release waste and remove or isolate containers. If the facility operations are stopped, the emergency coordinator shall, wherever appropriate and when conditions are safe, monitor the facility equipment for leaks, pressure buildup, gas generation, or ruptures in valves, pipes or other equipment.
- Immediately after any emergency, the emergency coordinator shall make arrangements for treating, storing and/or disposing of recovered waste, contaminated soil or surface water, or any other material resulting from the incident. Unless the owner/operator of the facility demonstrates that the recovered material is not a hazardous waste, the owner/operator is considered a hazardous waste generator and must comply with all applicable generator requirements. The emergency coordinator must ensure that until the released material is completely cleaned up, no waste that may be incompatible with the released material may be transferred, treated, stored or disposed of in the affected areas. In addition the emergency coordinator must ensure that all emergency equipment listed in the contingency plan is clean and fit for its intended use before facility operations resume. In order to resume operations in the affected areas, the owner/operator of the facility must notify the Department and appropriate state and local authorities that no incompatible wastes are in contact with the affected areas and all emergency equipment listed in the contingency plan is ready for use.
- Any time the contingency plan is used, the owner/operator must note in its operating record the time, date and details of the incident. The owner/operator must also submit a report to the Department within 15 days after the incident including the name, address and telephone number of the owner/operator, the name address and telephone number of the facility; the date, time, and type of incident; the name and quantity of materials involved; the extent of any injuries; an assessment of any actual or potential hazards to human health or the

environment; and the estimated quantity and disposition of recovered material that resulted from the incident.

- Emergency Services: The plan shall describe arrangements made with local police departments, fire departments, hospitals, contractors and local and state emergency response teams to provide emergency services. This element is intended to familiarize local fire, police and emergency response teams with the facility layout, the properties of the hazardous waste handled at the facility, locations where facility employees typically work, entrances to and roads within the facility and possible evacuation routes. This provision also familiarizes local hospitals with the properties of the hazardous wastes managed at the facility and the types of injuries or illnesses that could result from emergencies. Finally, this element describes the agreements made with State emergency response teams, emergency response contractors and equipment suppliers. This element also describes the local agency with primary emergency authority and the local agencies providing supporting emergency response in those instances where more than one fire or police department may respond.

- Any arrangement made for emergency services should be appropriate for the type of hazardous waste managed at the facility and the potential need for the emergency services provided by these agencies.
- Emergency Equipment: The plan should include a current listing, kept up-to-date, of all emergency equipment at the facility, including a physical description of each item, its location and an outline of its capabilities. Typical emergency response equipment includes fire extinguishers and extinguishing systems, spill control equipment, communications and alarm systems, and decontamination equipment.
- Evacuation Plan: If there is a possibility that an emergency could result in the need for evacuation of facility personnel, the plan shall include a description of evacuation procedures. These procedures should describe the alarm that signals evacuation is to begin, the evacuation route, and the alternate evacuation routes.
- OES Contact: The plan shall list the current telephone number for the State Office of Emergency Services so that the emergency coordinator may report to OES, as described in the emergency procedures.

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

PERSONNEL TRAINING

I hereby certify the following:

1. I have read and understand Section 66264.16, Title 22, of the California Code of Regulations (Personnel Training).
2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, which complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

PERSONNEL TRAINING

Personnel training requirements cited in Title 22, Section 66264.16 CCR. The purpose of these requirements is to ensure that all facility personnel have adequate training to perform their duties safely and in compliance with regulatory standards.

1. The owner/operator must develop a training program for all facility personnel involved in the management of hazardous waste or the supervision of these activities. The program must be relevant to the job responsibilities and activities conducted at the facility.
2. All personnel associated with the management of hazardous wastes are required to successfully complete a program of instruction that trains them to perform their duties safely and in compliance with regulatory requirements.
3. A written training plan must be developed and maintained at the facility.
4. Training records must be maintained at the facility for all current and former personnel. Records must be retained for at least 3 years after the last date of employment.

In addition to the requirements in Section 66264.16, Title 22, CCR, the training program must also address Cal-OSHA worker training requirements identified in Title 8, Section 5192, CCR.

TRAINING PROGRAM

- The training program must consist of an introductory training program and a continuing training program, or annual review. The training program should be specific to positions at the facility. The program should ensure that employees have or will have acquired the necessary training and management skills needed to perform their jobs in a competent manner that will protect human health and the environment.
- The introductory training program should be completed by each facility employee within the first six months of employment or six months after a change of position. Until the employee has completed this training, he/she may not work in an unsupervised position. The introductory training is required to address the following topics:

1. Hazardous Waste Management Procedures--this should be relevant to the position in which the individual is employed.

2. Contingency Plan Implementation--this must be designed to ensure that facility personnel are able to respond effectively to emergencies and become familiar with emergency equipment and emergency systems. This should include, where applicable:

a) Use, inspection, repair, and replacement of facility emergency and monitoring equipment; b) use of automatic waste feed cut-off systems; c) communications or alarm systems; d) response to fires or explosions; e) shutdown of operations; and f) response to ground water contamination incidents.

- Each employee must participate annually in an update, or refresher, of the initial training. The refresher should keep personnel up to date with changes at the facility, such as the characteristics of new wastes managed at your facility or updates to the contingency plan, as well as changes in the rapidly evolving field of hazardous waste management.
- The training program may consist of classroom or on-the-job training, or combination, depending upon the position. Training may be acquired in any of three ways: a formal training program offered outside of the facility in-house training programs, or on-the-job training programs. A combination of these three is also feasible. The owner or operator of the facility should determine which option is the most appropriate to the facility.
- The training program must be directed by a person trained in hazardous waste management procedures. A supervisor who is skilled in the current methods of facility operation and knowledgeable about principles of hazardous waste management may serve as an on-the job trainer.
- Cal-OSHA also requires that all employees of hazardous waste facilities regulated under Chapter 6.5, Health and Safety Code obtain an initial health and safety training of 24 hours and a refresher training for eight (8) hours annually. The initial training requirement may be satisfied by experience for current employees. The training must include safety and health hazards at the facility, personal protective equipment,

other safety practices, and names of on-site safety coordinators and alternates. These requirements are found in Title 8, Section 5192, CCR. For further information on Cal-OSHA requirements, you may contact that agency at (415) 703-4050.

TRAINING PLAN

A written training plan that documents the facility training program must be maintained at the facility. The training plan should include a description of the type and amount of continuing and introductory training that is required for each staff or supervisory position involved in the management of hazardous waste. The training plan should identify specific training classes or modules for each job title at the facility. This should include course title, length of each course, and where the training is offered. In-house training should identify the trainer and should describe the course content. The plan should document that the training program meets the requirements in Title 22, Section 66264.16, CCR as described in the "Training Program" section above. In order to meet the requirement for training pertaining to hazardous waste management procedures, courses pertaining to the following topics are examples of appropriate training: hazardous waste identification; sampling and analysis; shipment of hazardous wastes; manifesting; record keeping. In addition, training pertaining to the facility's contingency plan and emergency procedures is required in order to meet the requirements of the Department and Cal-OSHA.

TRAINING RECORDS

Personnel training records must be kept at the facility for examination by a DTSC representative upon request. The training records for current personnel must be kept on file at the facility until the facility closes. The training records of former employees must be kept for at least 3 years from their last date of employment at the facility. If a person is transferred within the same company, their training records remain the same.

Training records must include: a job title for each position at the facility that is related to hazardous waste management, a job description for each of those positions, and the names of the employees filling those positions.

The job description, for each position, must include the skill, education, or other qualifications needed by employees to fill

each position at your facility and the duties of employees assigned to each position.

The records must demonstrate that the proper training has been completed by facility personnel. The facility must retain a record of the dates on which employees received their initial training and annual reviews.

List of Major Points

1. Does your company have a written training program?
2. Have both the original and annual training programs been given to your employees?
3. Does your company keep descriptions on how the training program is specific to the various job tasks performed at the facility?
4. Does your training program demonstrate that facility personnel have acquired the ability to respond effectively to emergency situations which are related to their tasks and that they are familiar with the contingency plan?
5. Does your company have documentation that the instructor is a person trained in hazardous waste management?
6. Does your company have records demonstrating that all employees have been trained within a 6-month time period from the date of their employment or transfer?
7. Does your company maintain the training records for all facility personnel at the facility?

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

REPORTING

I hereby certify the following:

1. I have read and understand sections 66264.56(j), 66264.74, 66264.75, 66264.76, 66264.77, 66264.93, 66264.94, 66264.115 and applicable sections of Chapter 14, articles 6 through 17, Title 22, of the California Code of Regulations (Reporting).

2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

REPORTING**24-Hour Reporting**

The owner or operator will report to the Department any noncompliance that may endanger health or the environment. Information will be provided verbally within 24 hours from the time the owner/operator becomes aware of the noncompliance.

The following will be included as information that must be reported verbally within 24 hours to the Department of Toxic Substances Control:

(address of appropriate regional office)

_____(phone number).

1. Information concerning any release of hazardous waste that may endanger public drinking water supplies.
2. Any information of any release or discharge of hazardous waste, or of fire or explosion from the facility, that could threaten the environment or human health outside the facility. The description of the occurrence and its cause will include:
 - a. Name, address, and telephone number of the owner or operator;
 - b. Name, address, and telephone number of facility;
 - c. Date, time, and type of incident;
 - d. Name and quantity of material(s) involved;
 - e. The extent of injuries, if any;
 - f. An assessment of actual or potential hazard to the environment and human health outside the facility, where this is applicable; and

g. Estimated quantity and disposition of recovered material that resulted from the incident.

A written submission will also be provided within fifteen (15) days of the time the owner/operator becomes aware of the circumstances. The written submission will contain a description of the noncompliance and its cause; the periods of noncompliance (including exact dates and times), and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

Annual Report

Operator will prepare and present to the Department, upon request, one copy of an Annual Report. The report will be on the form designated by the Department and must be completed by March 1 of each year. The report will contain the following information:

- a. The total volume of the hazardous waste managed at the beginning and end of the preceding calendar year;
- b. The total volume of hazardous waste received during the preceding calendar year;
- c. The total volume of hazardous waste recycled during the preceding calendar year, itemized as follows:
 1. prepared for reuse as original product;
 2. consumed in the process of preparing for reuse, including waste generated;
 3. prepared for reuse other than as original product, specifying each type of other use;
 4. not recycled but transported off-site;
 5. any other information the department may require.

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

INSPECTION PLAN

I hereby certify the following:

1. I have read and understand sections 66264.15, 66264.174, 66264.193, 66264.195, 66264.226, 66264.347, 66264.377, 66264.403, 66264.1033, 66264.1052, 66264.1053 and 66264.1058, Title 22, of the California Code of Regulations (General Inspection).

2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

INSPECTION PLAN

Introduction

The Inspection Plan specifies a schedule and method of inspection of various equipment, structural and operational features of the facility. Regular scheduled inspections can help the facility operator to identify and correct situations that could lead to sudden or non-sudden occurrences that may threaten human health, or the environment, or identify and act to minimize sudden occurrences that may threaten human health or the environment.

The Inspection Plan can be utilized as part of an overall strategy to help the facility to plan, organize and maintain a consistent standard of operation.

Requirements

The owner or operator shall inspect the facility for malfunctions and deteriorations, operator errors, and releases to secondary containment or the environment which may cause or may lead to the release of hazardous waste constituents to the environment or threaten human health. All findings shall be recorded in an inspection log. When such problems arise, steps shall be taken immediately to correct the situation. In the event of a release, the Contingency Plan shall be implemented.

The owner or operator shall inspect all monitoring equipment, safety and emergency equipment, security devices, and operating and structural equipment (e.g. sumps, dikes and pumps) that are important in preventing, detecting or responding to the environmental or human health hazards in accordance with the following inspection schedule.

The owner or operator shall remove from service and put on standby any structures or equipment that the inspection identifies as in a state of malfunction, deterioration or disrepair until such time as the structure or equipment is in good repair and working order, to ensure that the problem does not lead to an environmental or human health hazard. Where a hazard is imminent or has already occurred, remedial action shall be taken immediately as described in the Contingency Plan.

DRAFT**FACILITY INSPECTION REQUIREMENTS****Frequency of Inspection****I. Storage Area**

A. Aisle Space Daily	Daily
B. Containers Not Stacked	Daily
C. Storage Capacity not Exceeded	Daily
D. Containers Stored within Secondary Containment Area	Daily
E. Containers Are in Good Condition	Daily
F. Drums Properly Labeled	Daily
G. Concrete Pad + Berms Free from Cracks, Chips, etc.	Daily
H. Containment Free of Liquids	Daily
I. Signs Posted	Weekly

II. Processing Area

A. Loading/Unloading Zones	Daily
B. Concrete Pad & Berms Free from Cracks, Chips, and Stains	Daily
C. Secondary Containment Free of Liquids	Daily
D. Recycling Area Free of Clutter & Debris	Weekly
E. Signs Posted	Weekly
F. Treatment Processing equipment	At least once per 8-hour shift
G. Discharge Control & Safety Equipment	At least once per 8-hour shift

III. Facility Equipment

A. Emergency Equipment	
1. Eyewash & Showers	Daily
2. Respirators & Cartridges	Weekly
3. Self-Contained Breathing Apparatus	Weekly
4. Protective Clothing	Weekly
5. First Aid Kits	Monthly
B. Spill Control Materials	Monthly
C. Fire Extinguisher	Monthly
D. Monitoring Equipment	
1. Process and operations monitoring	At least once each 8-hour

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shift

F. Heavy Moving Equipment

1. Fork Lifts
2. Vacuum Trucks
- 3.

Weekly

Weekly

Inspection logs shall be maintained in the operating records for at least three years from the date on inspection. Records shall include date, time, inspector's name, observations, repairs required and repairs performed. Recommended facility inspection log forms are attached immediately following this page.

Regulatory Sections Related to Inspection Schedules and Logs

General Inspection Requirement	CCR 966264.15
Inspection of Containers	CCR 966264.174
Inspection of Tanks	CCR 966264.195

Describe How Inspection Will Be Done

- "Check gauge on fire extinguisher for pressure in acceptable range."
- "Observe hose connections for signs of rust, corrosion, or dirt buildup that might prevent a tight connection."
- "Walk around the waste tank secondary containment structure, looking for cracks and signs of releases (wet spots, dead vegetation, etc.). Check the inside of the containment structure for accumulation of liquids."

DRAFT**Tank T-1 Daily Inspection Log**

Inspection Date:_____ Time:_____

Inspector Name:_____

YES NO

High level waste feed cutoff working? _____

Tank exterior free of signs of corrosion/leakage? _____

Inlet piping/valves/connections free of
corrosion/leakage? _____Outlet piping/valves/connections free of
corrosion/leakage? _____

Secondary containment free of cracks/deterioration?_____

Secondary containment free of accumulated liquids?_____

Explain all "No" answers:

Date/Nature of Repairs:

Table I-1
EQUIPMENT, STRUCTURE, AREAS TO BE CONSIDERED FOR INCLUSION
IN AN INSPECTION SCHEDULE

Safety Equipment

Emergency Shower/Eyewash
Face Shields
Protective Glasses
Disposable Respirators
First aid/Equipment Supplies
Protective Clothing
Gas Masks
Chemical Respirators
Warning Signs

Monitoring Equipment

Liquid Level Monitors
Leak Detection System
Fire Detection System
Liquid Meters

Areas

Loading Area
Unloading Area
Storage Area
Main Roadways
Gate Areas
Periphery

Emergency Equipment

Fire Blankets
Fire Extinguishers
Fire Alarm System
Emergency Lights
Portable Pumps/Hoses
Fire Fighting Hoses
Self-Contained Breathing
Apparatus
Absorbent

Security Equipment

Fences-Facility/Area
Signs
Gates
Locks

Communication Equipment

Telephones
Radios
Intercoms
Public Address System

Structures

Berms
Tank Supports

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

SECURITY PLAN

I hereby certify the following:

1. I have read and understand Section 66264.14, Title 22, of the California Code of Regulations (Security).
2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

SECURITY PLAN**Introduction**

The purpose of a Security Plan is to prevent unauthorized entry onto the facility. This is to ensure adequate protection against potential hazard to human health, domestic livestock or wildlife.

Signs are used to alert employees and visitors of possible dangers within a designated area. Fences or other barriers are used to control access of wildlife, livestock, and unauthorized persons.

Security Measures

The following security measures shall be taken: (check the system that will apply to your facility)

1. () The facility shall be surrounded by a fence kept in good repair. Describe the fence around your facility. Include height, materials used, and other features (e.g. barbed wire).

and/or

2. () If the perimeter of the facility is not fenced, the security measures shall consist of (choose one):

() 1. A 24 hour surveillance system (e.g., television monitoring or surveillance by guards or facility personnel) which continuously monitors and controls entry onto the active portion of the facility;

() 2. Controlled entry, at all times, by the use of locked gates and entrances to the active portion of the facility.

Signs

"Hazardous Waste Area" signs shall be posted in a conspicuous manner at each entrance to the facility. Additionally, "Hazardous Waste Area" signs shall be placed around the perimeter of the facility such that at least one sign shall be visible from any

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point of approach to the facility. The signs shall be written in English, Spanish and in any other language predominant in the area of the facility. The exact wording is as follows: "Danger Hazardous Waste Area-Unauthorized Personnel Keep Out". They must be legible at a distance of 25 feet.

Signs shall be posted within the facility, where the hazardous waste is managed. Additional signs shall be posted at the area where wastes generated from the recycling operation are stored.

The signs within the facility are as follows:

1. _____ "No Smoking Area" signs.
2. _____ "Hard Hat Area" signs.
3. _____ Safety equipment signs, (e.g., fire extinguisher, eye wash and showers).

Lighting

During hours of darkness, sufficient artificial lighting shall be provided at the facility to ensure safe and effective operation.

The type of lighting, location of the lighting, and wattage used are indicated below:

Type of lighting:

Artificial lighting at the facility will be used for the following purposes:

- | | |
|----------------|---|
| () yes () no | 1. To handle hazardous waste during night operations. |
| () yes () no | 2. For emergency response after daylight hours. |
| () yes () no | 3. For security measures. |

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

FACILITY SITING INFORMATION

I hereby certify the following:

1. I have read and understand Section 66270.14(b)(11), Title 22, of the California Code of Regulations (Facility Siting Information).

2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

FACILITY SITING INFORMATION

FLOOD PLAINS

Section 66264.18 states that a facility located in a 100-year floodplain shall be designed, constructed, operated and maintained to prevent washout of any hazardous waste, unless the owner or operator can demonstrate to the Department's satisfaction that the facility would be able to safely remove the waste before the flood waters can reach the facility.

Include as part of the facility operation plan a Federal Flood Insurance Administration Flood Map (available at the federal Office of Housing and Urban Development). Determine if your facility is in a 100-year floodplain, and, if it is, the time lag projected between flood stage and the arrival of water at the facility. If the facility is within a 100-year floodplain, you will need to do one of the following:

(1) If the facility will be expected to withstand flooding: demonstrate that the facility has been or will be designed, constructed operated and maintained to prevent washout of any hazardous waste. This demonstration must take into account the potential maximum depth of the water, the velocity of the current, potentials impacts from floating debris, how the facility would withstand these stresses, potential undercutting of hazardous waste units and how the facility would be inspected and repaired following a flooding incident. If this option is chosen, the following additional information must be provided:

(a) An engineering analysis to indicate the various hydrodynamic and hydrostatic forces expected at the facility during a 100-year flood; and

(b) Structural or other engineering studies showing the design of operational units (e.g., tanks) and flood protection devices (e.g., floodwalls, dikes) at the facility and how these will prevent washout.

(2) Prepare a plan that would allow all hazardous wastes at the facility to be moved out of the flood area. The plan needs to address problems such as equipment availability, the time needed to completely remove all the waste from the facility, the route over which the waste would be moved, spill prevention, the temporary storage location for the waste, security measures during storage and how the facility would be prepared for the return of the waste.

DISTANCE FROM HOLOCENE FAULTS:

Documentation must be submitted to show whether the facility is located within 3,000 feet of a Holocene fault. This information is available from local city or county planning departments or at the California Department of Mines and Geology library (916) 327-1850. If the facility is located within 3,000 feet of a Holocene fault, you must also submit a geologic analysis that demonstrates that no Holocene faults pass within 200 feet of the portions of the facility used for hazardous waste management.

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

FACILITY MANAGEMENT PRACTICES

I hereby certify the following:

1. I have read and understand sections 66263.42 and 66268.7; and applicable sections of Chapter 14, Articles 2, 4, 5, 7, and 8, Title 22, of the California Code of Regulations (Facility Management Practices).

2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

FACILITY MANAGEMENT PRACTICES

RECORD KEEPING:

Unless otherwise specified, the following records, reports, documents, amendments, revisions and any modifications to the facility must be maintained at the facility until closure is completed. The documents listed below must be maintained at the facility and must be accessible at all times to operating personnel and available for inspection by any representative of the Department or any other agency with appropriate statutory authority. The retention period for these records is extended automatically during the course of any unresolved enforcement action regarding the facility or as requested by the Department.

- (1) Standardized Permit Document or Interim Status Document (whichever is the current form of authorization)
- (2) operating records (section 66264.73)
- (3) training records for current employees (section 66264.16)
- (4) waste analysis plan (section 66264.13)
- (5) contingency plan (section 66264.53)
- (6) closure plan (section 66264.112)
- (7) closure cost estimates (section 66264.142) and financial responsibility documents
- (8) inspection schedules (section 66264.15)
- (9) copies of the confirmation to the generator that the facility has the authorization for and will accept the waste the generator is shipping (section 66264.12).

The following records need to be retained for three years:

- (1) inspection records (section 66264.15)
- (2) training records for former employees (section 66264.16)
- (3) copies of each manifest received (section 66264.71)
- (4) for generators with milkrun or small load operations agreements (per section 66263.42 or 66263.46), copies of all

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notifications, certifications and waste analysis data for compliance with all land disposal restriction requirements (section 66268.7).

The following records need to be retained for five years:

- (1) for generators who use the regular manifest procedures, copies of all notifications, certifications and waste analysis data for compliance with land disposal restriction requirements (section 66268.7).

OPERATING RECORD (section 66264.73):

The operating record must include the information discussed below.

The operating record must be kept up-to-date at all times. A sample operating record is provided as Attachment X. You may use the form of the sample operating record or you may create your own form, as long as the required information is included.

- (1) records of each hazardous waste received, and the method(s) and date(s) of its transfer, treatment or storage at the facility. Use the handling codes specified in Appendix I of Chapter 14.
- (2) the location and quantity of each hazardous waste within the facility, cross-referenced to the number of the specific manifest under which that waste was accepted.
- (3) records of all required waste analyses (sections 66264.13, 66264.193, 66268.7).
- (4) the reports from all incidents that required implementation of the contingency plan (section 66264.56).
- (5) inspection records (section 66264.15).
- (6) all closure cost estimates (section 66264.142). Note that these need to be updated annually based on facility operations and on the inflation factor information provided by the Implicit Price Deflator for Gross National Product published by the U. S. Department of Commerce in its Survey of Current Business.
- (7) all land disposal restriction documents (66268.7).

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

MANIFESTING

I hereby certify the following:

1. I have read and understand applicable sections of Chapter 12; Chapter 13, Article 4; Chapter 14, Article 5, Title 22 of the California Code of Regulations, and, for facilities managing used oil as defined by Health & Safety Code Section 25250, Health & Safety Code Section 25250.8 (Manifesting).

2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

MANIFESTING

Chapter 12, Article 2 requires hazardous waste generators to use a manifest (DTSC Form 8022A). Chapter 14, section 66264.71 requires facilities that receive manifested wastes to process the manifest in specified ways.

A standardized permit facility may be involved in manifesting from two different aspects:

1. all hazardous wastes being transported from the original generator to the facility for storage and/or treatment must be accompanied by a manifest or other form of shipping paper.

2. if the facility sends any hazardous wastes to another facility for treatment or disposal, the facility is the generator of that waste. The waste must be accompanied by a manifest or other form of shipping paper.

MANIFESTING - GENERATOR'S RESPONSIBILITIES:

At a minimum, a generator (i.e. either an original producer or a facility shipping waste to another facility) must complete Items 1 through 16 of the manifest. These items cover the generator's identification number, mailing address, phone number; the transporter's name and identification number; and the name, address and identification number of the facility designated to receive the waste. The generator may indicate an alternate facility in Item 15. In addition, the generator must provide the Department of Transportation (DOT) description of the waste (including proper shipping name, hazard class, identification number and technical description), number and type of containers, total quantity and volumetric measurements. The DOT information required on the manifest can also satisfy federal DOT hazardous materials shipping document requirements.

The generator must sign the manifest for it to be certified. The generator must also ensure that the transporter signs and dates the manifest upon acceptance of the waste. The generator must retain one copy of the manifest for three years or until a signed copy is received from the destination facility, in which case this copy is retained for three years. The remaining copies of the manifest are given to the transporter.

UNCONFIRMED MANIFESTS - GENERATOR'S RESPONSIBILITIES:

If a generator does not receive a copy of the manifest from the destination facility within 35 days of the date the waste was

accepted by the initial transporter, the generator must contact the transporter and/or the facility to determine the status of the waste. If the generator still has not received a copy of the manifest within 45 days, the generator must send an Exception Report to the Department describing the actions being taken to resolve the situation, along with a copy of the relevant manifest.

REQUIREMENTS FOR RAIL AND WATER SHIPMENTS - GENERATOR'S RESPONSIBILITIES:

If waste is being transported from the site of generation solely by rail, the generator must send at least three copies of the properly completed, dated and signed manifest to the designated facility. If the waste will initially be transported by rail, then transferred to a non-rail carrier, the generator must send at least 3 copies of the signed and completed manifest to the first non-rail transporter. If the waste is being transported from the United States by mail, the generator must send at least three copies of the signed and completed manifest to the last rail transporter that handles the waste in the United States.

If the hazardous waste is being shipped within the United States solely by water, the generator must send three copies of the properly completed, dated and signed manifest to the designated facility. If the waste is being exported from the United States, the generator must send 3 copies of the completed and signed manifest to the last water transporter that handles the waste in the United States.

FACILITY ACCEPTANCE OF MANIFESTED WASTES:

A facility must be permitted by the Department to accept the type of waste designated on the manifest. The facility owner or operator (or his agent) is required to verify that the information on the manifest is correct by signing and dating the manifest at Item 20. The facility must give at least one signed copy of the manifest to the transporter and send a signed copy of the manifest to the generator and to the Department within 30 days of the receipt of the hazardous waste. A copy of the manifest must be retained at the facility for three years from the date the hazardous waste is received.

MANIFEST DISCREPANCIES - FACILITY RESPONSIBILITIES:

If there is a significant discrepancy between the waste received and the waste designated on the manifest, the differences must be recorded at item 19 on the manifest. A significant discrepancy is any variation (greater than 10% for bulk or any variation for piece count for batch waste) in the type or quantity of waste

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reported on the manifest and the type or quantity actually received.

The facility must make a note on the manifest and attempt to resolve the discrepancy by contacting the generator and/or the transporter. If the discrepancy is not resolved within 15 days after receipt of the waste, the facility must send a letter describing the discrepancy and actions taken to resolve it, along with a copy of the relevant manifest, to the Department.

In addition, any facility that accepts waste not accompanied by a manifest is required to submit an Unmanifested Waste Report.

The identification numbers, names and addresses of all known handlers of the unmanifested waste should be included in the report, as well as reasons for the lack of a manifest (if known) and the methods used to treat or store the waste.

EXPORTING HAZARDOUS WASTE:

Before hazardous waste can be exported out of the United States, a Notification of Intent to Export must be submitted to the Department, and, if the waste is a RCRA waste, to the U.S. EPA. See Title 22, CCR, Chapter 12, Article 5 for details.

VERY SMALL QUANTITY LOAD TRANSPORTATION:

Up to 5 gallons or 50 pounds of a hazardous waste may be transported by the generator of that waste to an authorized facility. The generator must comply with the following:

1. wastes are transported in closed containers that prevent spills;
2. wastes are not mixed within a container during transportation;
3. if the waste is from a business, it may not be extremely hazardous waste;
4. the generator must not generate more than a cumulative total of 100 kilograms (220 pounds) of hazardous waste in any month; and
5. the generator does not accumulate more than 1,000 kilograms (2,200 pounds) of hazardous waste at any time.

MILK RUN TRANSPORTATION:

Certain specified hazardous waste may be transported using a modified manifesting procedure wherein one manifest covers all the waste a driver transports in one day. The waste must be transported by a registered transporter. The transporter must apply for a Transporter Regulatory Exemption (DTSC 8463). See sections 66263.41(d) and 66263.42 for details.

SMALL LOAD OPERATIONS:

Subject to certain restrictions, up to 100 kilograms (220 pounds) per load and 1,000 kilograms (2,220 pounds) per month may be transported without using a manifest and without being transported by a registered transporter. Instead a shipping paper (bill of lading) must accompany the waste. The transporter must apply for a Transporter Regulatory Exemption (DTSC 8463). See sections 66263.41(d) and 66263.46 for details.

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Used oil may be transported to a transfer facility or from a transfer facility to a permitted treatment facility using a modified manifest procedure similar to a milk run, except that the transporter need not apply for a Transporter Regulatory Exemption and the individual generators do not have to have Identification Numbers. See Health and Safety Code section 25250.8 for details.

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CERTIFICATION FOR USE BY OWNER/OPERATOR OF FACILITY

LAND BAN COMPLIANCE

I hereby certify the following:

1. I have read and understand applicable sections of Chapter 18, Title 22 of the California Code of Regulations (Land Ban Compliance).

2. The plans governing the maintenance and operation of:

(facility)

(identification number)

(address)

contain provisions that will enable this facility to be in compliance with this regulation.

3. I understand that this certification is an integral part of the formal application for a Standardized Permit for the above-mentioned facility, and that any falsification is equivalent to a false statement under Health and Safety Code Section 25191 and may be grounds for a permit denial.

4. I further certify that a copy of this plan, that complies with all applicable regulations, will be maintained at the above-named facility and will be available to local, state or federal agencies upon request.

(signature)

(print or type name)

(title)

(date)

LAND DISPOSAL RESTRICTION (LAND BAN) APPLICABILITY AND PROCEDURES

Each shipment of waste must be accompanied by a notification or certification that demonstrates compliance with the land disposal restriction requirements. To assist in tracking the proper management of the wastes, the wastes that are being shipped to a standardized permit facility for treatment should be accompanied by a notification that specifies the appropriate treatment standards for that waste. If hazardous wastes generated by a standardized permit facility will be disposed of in a land disposal unit at a fully permitted facility (i.e., a landfill, surface impoundment or land treatment unit), those wastes must either already meet or be treated to meet the treatment standards of CCR Title 22, Chapter 18, Articles 4 and 11 prior to disposal.

1. if a waste does not meet the treatment standards (i.e., will require more treatment before it can be disposed), the notice accompanying the shipment shall specify the appropriate treatment standards. These treatment standards either specify the maximum concentration of contaminant that may remain in a waste when it is disposed, or specify specific treatment procedures.

- or -

2. if a waste already meets the treatment standards, the certification shall attest that the waste meets this standard.

The Department does not have forms for these notifications or certifications. See section 66268.7 for the required language for these notifications and certifications. Additionally, see the "California Land Disposal Restriction Summary", following.